



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 23, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Thursday, January 25, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, February 7, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Safety, Claims & Training Manager
Region 4/District 6/Administrative Services
Office of Highways Project Implementation
Springfield

Attachments
42496

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, February 7, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$9,155*
Position Title:	Safety, Claims and Training Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-56-102-10-01	IPR#:	42496

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Administrative Services 126 E Ash St, Springfield, IL

Description Of Duties:

This position is accountable for supervision and performance of the activities encompassing Workers' Compensation, property damage claims including auto liability claims, the Motorist Caused Highway Damage Fund (MCHD Fund), health and safety programs, Court of Claims cases, Freedom of Information Act (FOIA) requests; and coordination of district training.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel with occasional overnight stays

Desired:

- Completion of four years of college preferably with major courses in business, public administration or industrial safety
- Five years' experience in public or business administration, research or industrial safety
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives
- Strong oral and written communication skills

Shift/Remarks:

8:00 am- 4:30 pm / Monday - Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 12, 2017	POSITION:	Safety, Claims & Training Manager
APPROVED BY:	Jeffrey South	OFFICE:	Highways Project Implementation/ District 6/ Bureau of Administrative Services
CODE:	PW414-23-56-102-10-01	REPORTS TO:	Personnel Manager

Position Purpose

This position is accountable for supervision and performance of the activities encompassing Workers' Compensation, property damage claims including auto liability claims, the Motorist Caused Highway Damage Fund (MCHD Fund), health and safety programs, Court of Claims cases, Freedom of Information Act (FOIA) requests and coordination of district training.

Dimensions

Staff:	3 Technical
Worker's Compensation Claims:	
Number of Cases:	150+ Annually
Payroll:	\$300,000+ Annually
Claims Investigations:	300+ Annually
Claims Collection:	\$750,000+ Annually
MCHD Fund Contracts:	\$100,000+ Annually

Nature and Scope

This position reports to the Personnel Manager. Reporting directly to this position are a District Safety Representative, Safety & Claims Representative and a District Claims Representative.

The incumbent is accountable for supervising the district's Safety, Claims and Training Unit activities which include: managing Workers' Compensation activities, general liability laws, OSHA regulations, the Illinois Vehicle Code and, the departmental Safety Code. The incumbent must possess working knowledge of medical terminology, laws pertaining to the Illinois Workers' Compensation, FOIA, and coordinating subpoenas with the Office of Chief Counsel (OCC) and the Illinois Attorney General Office. S/He supervises the coordination of employee training for the district. This position ensures confidentiality on all matters within scope of safety and claims are treated with the highest level of diplomacy and trust.

A typical problem involves serving as a buffer in the often hostile environment that is created between the claims specialists and member(s) of the general public and/or district employee(s) who have been informed of the legal obligation to pay for damages to state property for which they are liable. The greatest challenge, given the limited time constraints that often exist, is to ensure that all of the services provided to the general public and/or district employees are done in a timely, accurate and professional manner.

The incumbent is personally accountable for: supervising the investigation of vehicle accidents and third party property damage claims; supervising the collection of data for all Court of Claims Cases involving state liability; supervising the collection of funds for restitution for damages to state property by third parties; supervising the implementation of the state insurance programs to ensure that all information is properly disseminated and implemented for all district employees; establishing a schedule for field/worksites safety inspections for the District

Safety Representative and serving as the district clearing house for processing recommendations for corrective action where improper safety practices are found to exist. The incumbent maintains an effective annual safety program, reviews all safety presentations prepared by the District Safety Representative and provides recommendations, develops programs and techniques to eliminate/reduce specific safety problems, and distributes informational safety and health materials to employees. S/He directs investigations of accidents arising from claims filed in the Court of Claims. The incumbent directs investigations of accidents involving district personnel and equipment. S/He prepares and evaluates reports to determine action required as to liability of the district or an outside party. The incumbent reviews Workers' Compensation benefits with the employees, reviews claims and coordinates the most suitable medical treatment program for the injured employee. S/He supervises claims activity for recovery of damages to state property and also determines which cases to refer to the Attorney General, collection agency, and/or comptroller's office for collection. S/He reviews the activities of the MCHD Fund which provides for repair of various highway appurtenances and manages compensations benefits. Within the guidelines of Department Order 6-1, the incumbent is designated OCC liaison for District 6. In this capacity, s/he receives all legal documents (subpoenas, summons, interrogatories, motions to produce, and complaints) directed or served on District 6 personnel and obtains approval from the OCC to provide requested information. This position, within the guidelines of the "Freedom of Information Act", coordinates public access to district records and documents.

Responsibilities are accomplished through the following:

District Safety Representative whose overall purpose is to minimize and reduce workplace accidents and injuries. S/He evaluates the need for new safety program development and implements safety training, including safety-orientation, and educational programs such as hazardous materials (HAZMAT), respirator, confined space entry, back exercise, and blood borne pathogens for the district. This position is responsible for district field, facility, vehicle, and equipment safety reviews/inspections; safety training and education; safety training documentation/tracking; and investigation of safety-related accidents/incidents and complaints.

Safety & Claims Representative who investigates and processes state property damage claims for and against the Department; actively handles the MCHD Fund program; investigates and processes Workers' Compensation claims; assists with the safety program as needed; and investigates and processes district Auto Liability Claims.

District Claims Representative who processes property damage claims including work orders, invoices and claims remittances for damage to highway appurtenances and assists with all other property damage claims, as well as the district's safety and health programs.

The incumbent operates within the guidelines of automobile and general liability laws, Workers' Compensation Act, the Court of Claims Act, Freedom of Information Act, departmental orders, policies and procedures. The incumbent is responsible for the unit decision making and operations. Questionable Workers' Compensation claims, violations of the Safety Code and unique situations are referred to the Personnel Manager with recommendations for further action.

Internal contacts include all district bureaus; Bureau of Personnel Management, Occupational Health and Safety Unit; OCC, Bureau of Claims; and the Office of Program Development, Safety Responsibility Unit. External contacts are the Attorney General's Office, IDOT's Worker's Compensation third party administrator, insurance companies, the Illinois State Police, city and county law enforcements officials, legal and medical professionals, the Illinois Department of Labor, Secretary of State, Central Management Services (Workers' Compensation and Auto Liability Units) and the general public. Statewide travel with occasional overnight stays is required.

The incumbent is evaluated according to the success in completing the annual safety program, the timely settlement and/or collection of all claims, the administration of the MCHD Fund, the quality of resolving personal injury claims, the thoroughness of the investigations and reports prepared for the defense of the Department in litigation cases and the development of staff personnel.

Principal Accountabilities

1. Ensures all confidential matters within the scope of safety and claims be treated with the highest level of confidentiality, diplomacy and trust.
2. Maintains and reviews an annual district safety program.
3. Supervises and assists with the Workers' Compensation activities to provide employees maximum benefits while protecting the Department's legal position.
4. Ensures optimum use of the MCHD Fund.
5. Ensures the thorough investigation of damage claims and the recovery of amounts due.
6. Supervises and assists with preparing the District's training programs.
7. Coordinates responses to legal requests under the FOIA and Court of Claims Act.
8. Provides professional development, evaluation, training and motivation of staff to enable them to perform task in an effective manner and comply with departmental safety rules.
9. Performs duties in compliance with departmental safety rules and in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.